



COMMONWEALTH of VIRGINIA

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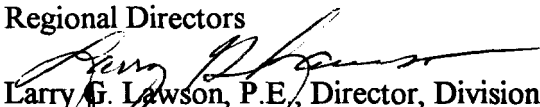
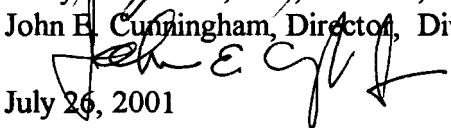
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MEMORANDUM

Division of Water Program Coordination
Office of Water Permit Programs

SUBJECT: **GUIDANCE MEMORANDUM 01-2021**
Virginia Department of Transportation Interagency Transfer Process for Permit Application Fees

TO: Regional Directors

FROM:  Larry G. Lawson, P.E., Director, Division of Water Program Coordination
 John E. Cunningham, Director, Division of Administration

DATE: July 26, 2001

COPIES: Martin Ferguson, Valerie Thomson, Regional Permit Managers, VWPP Supervisors, Richard Ayers

This guidance memorandum details the new protocols to follow for the Virginia Department of Transportation (VDOT) interagency transfer (IAT) of funds for environmental permits issued to VDOT by DEQ. The protocol is designed to streamline the application fee payment process for VDOT projects by creating an escrow account from which we can draw application fees. The existing fee schedule form will still be required, in addition to a new payment tracking form. However, the procedures for distributing these forms will change. Both these forms are attached to this memorandum and are available on the DEQ website. The new procedures are detailed in this guidance document.

The following process will be followed by VDOT and DEQ permit and accounting staff for VDOT projects:

1. VDOT processes an IAT to transfer funds to DEQ as VDOT deferred charges and DEQ deferred revenues to establish the escrow account. The initial deposit will be \$50,000.

2. VDOT permit staff prepares and submits a complete permit application and fee form (Attachment A) to the appropriate DEQ regional/central office. In addition, the permit application must include a predefined comprehensive transmittal form that includes VDOT expenditures coding information (Attachment B).
3. DEQ permit staff reviews the permit application to determine if the application is complete and if VDOT indicated the correct permit fee.
4. If the application is incomplete or the incorrect fee is indicated, the DEQ permit writers contacts VDOT staff by letter and/or telephone to obtain the required missing information and to clarify the permit fee. VDOT will provide the missing information and a new fee form and transmittal form, as applicable.
5. Once the correct fee and transmittal forms are received, the DEQ permit writer sends a copy of the fee form and transmittal form with the appropriate information completed to the DEQ Accounts Receivable Manager. Note that this is a change to our current procedures, so that the permit writer can review the forms and determine that the appropriate fee category has been chosen, prior to submitting to Accounts Receivable.
6. DEQ Accounts Receivable Manager enters a transaction to re-class the fee amount from Deferred Revenues to Application Fees. DEQ Accounts Receivable Manager sends a copy of the VDOT transmittal form back to the DEQ permit writer for the permit records, indicating the date the transaction was completed.
7. DEQ Accounts Receivable Manager will prepare and submit to VDOT, by the 25th of each month, a summary of the permit application fees charged for the prior month. This report must include a copy of the transmittal form sent with the original application.
8. VDOT Environmental Section will prepare and submit an IAT to VDOT Fiscal to replenish the DEQ deferred revenue account on a monthly basis.
9. VDOT Fiscal Section will process the journal and the IAT.

These procedures create an expedited processing of permit fees from VDOT, which will avoid delays in issuing permits while awaiting the transfer of funds between our agencies.

DISCLAIMER

This document provides procedural guidance to the permit staff. This document is guidance only. It does not establish or affect legal rights or obligations. It does not establish a binding norm and is not finally determinative of the issues addressed. Agency decisions in any particular case will be made by applying the State Water Control Law and the implementation regulations on the basis of the site-specific facts when permits are issued.

**DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER DIVISION
PERMIT APPLICATION FEE**

INSTRUCTIONS

Applicants for individual Virginia Pollutant Discharge Elimination System (VPDES), Virginia Pollution Abatement (VPA), Virginia Water Protection (VWP), Surface Water Withdrawal (SWW), and Ground Water Withdrawal (GWW) Permits are required to pay permit application fees except farming operations engaged in production for market. Fees are also required for registration for coverage under General Permits except for the general permits for sewage treatment systems with discharges of 1,000 gallons per day (GPD) or less and for Corrective Action Plans for leaking underground storage tanks. Except for VWP permits, fees must be paid when applications for permit issuance, reissuance or modification are submitted. Applicants for VWP permits will be notified by the DEQ of the fee due. Applications will be considered incomplete if the proper fee is not paid and will not be processed until the fee is received.

The permit fee schedule can be found on the back of this form. Fees for permit issuance or reissuance and for permit modification are included. Once you have determined the fee for the type of application you are submitting, complete this form. The white and yellow copies of the form and your check or money order payable to "Commonwealth of Virginia--DEQ" should be mailed to the Department of Environmental Quality, Receipts Control, P.O. Box 10150, Richmond, VA 23240. The pink copy of the form and a copy of your check or money order should accompany the permit application. The gold copy is for your records. Please direct any questions regarding this form or fee payment to the DEQ Office to which you are submitting your application.

APPLICANT NAME: _____ SSN/FIN: _____

ADDRESS: _____ DAYTIME PHONE: ()
Area Code

FACILITY/ACTIVITY NAME: _____

LOCATION: _____

TYPE OF PERMIT APPLIED FOR
(from Fee Schedule): _____

TYPE OF ACTION: _____ New Issuance _____ Reissuance _____ Modification

AMOUNT OF FEE SUBMITTED
(from Fee Schedule): _____

EXISTING PERMIT NUMBER (if applicable): _____

DEQ OFFICE TO WHICH APPLICATION SUBMITTED (check one)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Abingdon/SWRO | <input type="checkbox"/> Bridgewater/VRO | <input type="checkbox"/> Kilmarnock/KO | <input type="checkbox"/> Prince William/NRO |
| <input type="checkbox"/> Richmond/PRO | <input type="checkbox"/> Richmond/Headquarters | <input type="checkbox"/> Roanoke/WCRO | <input type="checkbox"/> Virginia Beach/TRO |

FOR DEQ USE ONLY

Date: _____
DC #: _____

White and Yellow Copies - DEQ Accounting Office
Pink Copy - DEQ Regional or Permit Program Office
Gold Copy - Applicant

**FEE SCHEDULE--APPLICATIONS FOR INDIVIDUAL PERMITS
EXCEPT FOR VIRGINIA WATER PROTECTION PERMITS
(DUE WITH SUBMISSION OF APPLICATION)**

TYPE OF PERMIT	ISSUANCE/ REISSUANCE	MODIFICATION
VPDES Industrial Major	\$8,000	\$4,000
VPDES Municipal Major	\$7,100	\$3,550
VPDES Municipal Storm Water	\$7,100	\$3,550
VPDES Industrial Minor, No Standard Limits	\$3,400	\$1,700
VPDES Industrial Minor, Standard Limits	\$2,200	\$1,100
VPDES Industrial Storm Water	\$2,400	\$1,200
VPDES Municipal Minor, 100,000 GPD or More	\$2,500	\$1,250
VPDES Municipal Minor, More than 10,000 GPD but Less than 100,000 GPD	\$2,000	\$1,000
VPDES Municipal Minor, More than 1,000 GPD but 10,000 GPD or Less	\$1,800	\$ 900
VPDES Municipal Minor, 1,000 GPD or Less	\$1,400	\$ 700
VPA Industrial Wastewater Operation	\$3,500	\$1,750
VPA Industrial Sludge Operation	\$2,500	\$1,250
VPA Municipal Wastewater Operation	\$4,500	\$2,250
VPA Municipal Sludge Operation	\$2,500	\$1,250
GWW Initial Permit for an Existing Withdrawal	\$ 400	\$ 200
GWW Permit for a New or Expanded Withdrawal	\$2,000	\$1,000
SWW Certificate for an Existing Withdrawal	\$2,000	\$1,000
SWW Permit for a New or Expanded Withdrawal	\$3,000	\$1,500

**FEE SCHEDULE--APPLICATIONS FOR INDIVIDUAL VIRGINIA WATER PROTECTION PERMITS
(APPLICANT WILL BE NOTIFIED OF FEE DUE BY DEQ)**

TYPE OF PERMIT	ISSUANCE/ REISSUANCE	MODIFICATION
VWP Category I Project	\$3,000	\$1,500
VWP Category II Project	\$2,100	\$1,050
VWP Category III Project	\$ 800	\$ 400
VWP Waiver	\$ 300	\$ 150

FEE SCHEDULE--REGISTRATION FOR GENERAL PERMIT COVERAGE

The maximum fee for registration for general permit coverage is \$200. The specific amount of the fee depends on the amount of time the general permit will remain in effect. Please contact the DEQ Office to which registration materials are to be submitted for assistance in determining the amount of the fee due.

**PERMIT FEE REGISTRATION FORM
FOR VIRGINIA DEPARTMENT OF TRANSPORTATION PROJECTS**

First Distribution from VDOT to DEQ with Permit Application

To:

From:

I. DEQ Information for confirmation of information submitted by permittee									
Permit Type: <input type="checkbox"/> VWPP <input type="checkbox"/> VWPP General Permit <input type="checkbox"/> VPDES			Permit #: DEQ Reviewer Name: Sent to DEQ Finance Date:			<u>DEQ Finance Office Information</u> Permit Fee: Debit Date: DEQ Transaction #:			
II. VDOT PROJECT INFORMATION									
Route: City/County:					VDOT Project Number: PPMS#:				
III. VDOT Accounting Distribution									
Cat**	Speed Type	Account	Amount	County	Asset Type	Route	Structure	Facility	Bldg/lot
Activity	MP From	MP to	Parcel	Operational Project	EMS WO	Equip ID	Org	Contract ID	Bond #
<small>** RTE = Route; CSC = Cost Center; WKO = Equipment Work Order; UPC = Universal Project Number</small>									
IV. VDOT CONTACTS									
Permit Coordinator			Environmental Manager (Agent)			Resident Engineer (Permittee)			
Name: Address: Phone #:			Name: Address: Phone #:			Name: Address: Phone #:			

I authorize DEQ Finance to debit VDOT's escrow account for the above permit fee.

Date

Signature

Final Distribution between DEQ finance and VDOT Environmental Division

To: VDOT Environmental Division Aquatic Ecology Section
1401 East Broad Street
Richmond, VA 23219

From: DEQ Finance